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**Policy Memorandum No. 5 - FY 1999**

Revised June 17, 1998

**To:** Elected Officials, Agency Directors and Personnel Officers  
State Service Agencies

**FROM:** J. K. Stringer, Jr.  
State Personnel Director

**DATE:** April 16, 1998

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE SPECIAL  
COMPENSATION PLAN FOR INFORMATION TECHNOLOGY  
CLASSIFICATIONS FOR FISCAL YEAR 1999**

**A. STATEMENT OF PURPOSE**

It is the intent of the State Personnel Board to establish the Special Compensation Plan for the purpose of attracting, retaining, and developing competent information technology professionals to support the information technology business needs of the State of Mississippi. The Plan shall provide methods for employment, promotion, and reassignment that are responsive to organizational or program needs and that offer flexibility to appointing authorities/governing bodies to negotiate, establish and adjust salaries.

These provisions shall supersede all conflicting policies and procedures for the administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual and any additional or replacement manuals, effective beginning of business on **Wednesday, July 1, 1998**, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 1999.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.



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## **B. COVERAGE OF THESE POLICIES**

### **1. General**

The Special Compensation Plan shall be maintained as a separate system of personnel and salary administration for classifications within the State of Mississippi Information Technology Career Path Chart, under the salary setting authority of the State Personnel Board. This Plan is also open to those state agencies not under the purview of the State Personnel Board which voluntarily operate under limited provisions of the State Personnel Board.

## **C. GENERAL POLICY PROVISIONS**

### **1. Designation Authority**

The State Personnel Board shall have exclusive authority to approve designated Special Compensation Plan positions. The State Personnel Board will appoint, from a list of nominees submitted by the Director of Information Technology Services, an Information Technology Professional Development Committee (ITPDC) to review agency requests for training requirements, promotions, reallocations and position transfers. The ITPDC will provide a recommendation for action to the State Personnel Board. This committee shall act in an advisory capacity to the State Personnel Board and is established pursuant to the statutory authority of the State Personnel Board. The ITPDC shall be established by precept and members are appointed in accordance with the procedures in Attachment I.

Rules for operation of the ITPDC will be published with the Secretary of State's Office as Attachment I to this memorandum.

### **2. Adding Classifications to the Special Compensation Plan**

Classifications shall be added to the Special Compensation Plan only upon prior approval by the State Personnel Board with recommendation by the ITPDC.

### **3. Approved Organizational Charts**



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Organizational charts shall be revised to reflect employment position adjustments required to conform to Fiscal Year 1999 authorization and submitted to the State Personnel Board. **The organizational chart must account for all authorized positions within an agency and must depict the organizational code, the non-state service status with exclude code, the correct start step of the position, the PIN number and the correct occupational title of the position.**

Designation of positions to be included as part of the Special Compensation Plan shall be based on policies outlined in this memorandum and analysis of the participating agency's approved organizational chart by the State Personnel Board. Desk audits may be required prior to designation. Refer to Miss. Code Ann. Section 25-9-133 (1) (1972).

#### **4. Position Movement**

All classification actions must be approved by the State Personnel Board with recommendation by the ITPDC.

Requests for budgeted and non-budgeted reallocations shall be considered on a case by case basis by the State Personnel Board with recommendation by the ITPDC.

Positions may be placed under the Information Technology Special Compensation through the normal reallocation process. All reallocation requests must contain the following information:

- a. A letter of justification addressed to the State Personnel Director and signed by the appointing authority containing at a minimum the following information:
  - (1). Position Identification Number (PIN);
  - (2). Current occupational title and occupational code;
  - (3). Proposed occupational title and occupational code;
  - (4). Status of the position (filled or vacant);
  - (5). Explanation of bona fide, mission critical staffing need.The following instances shall be considered bona fide,



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mission critical staffing needs:

- \*\* the adverse interruption of direct patient care in agencies providing health care services; or
- \*\* a definite loss of special funds; or
- \*\* immediate adverse legal consequences for the agency involved; or
- \*\* the serious disruption of the operations of any state agency or impede the delivery of essential services to the public by said agency.

Note: The potential resignation of an employee shall not be considered a mission critical staffing need.

- (6). Any federal or state regulations, guidelines, case law or statutes which impact action;
  - (7). Justification for any change from state service to non-state service. Alternatively, a change from non-state service to state service must be adequately justified. In either case, statutory authority must be cited. Refer to Section 25-9-107 (c), Mississippi Code of 1972, as amended;
  - (8). Description of a substantial change in the position's assigned duties; and
  - (9). Description of the consequences of disapproval of the request.
- b. Organizational Chart pages, signed by the appointing authority, depicting both current and proposed placement of the position for which reallocation is requested, as well as the placement of other relevant positions;
- c. For filled positions, a current (less than twelve (12) months old), original Experience and Training Record;
- d. A Role Description Questionnaire (RDQ);
- e. Copies of any federal or state regulations, guidelines, statutes or case law which may be relevant to the proposed reallocation(s);



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- f. Additional documentation as may be specified by the State Personnel Director; and
- g. The appropriate Position-Employee Profile Form(s).

Other requests for inclusion in or modification to the Special Compensation Plan may be submitted in accordance with the following policies:

- a. Changes to positions previously approved by the State Personnel Board as part of the Special Compensation Plan will require submission of a new Role Description Questionnaire (RDQ).
- b. Positions that have no RDQ will not be considered for inclusion in the Special Compensation Plan.
- c. Filled positions that were previously approved as part of the plan which are now vacant will require the submission of a new RDQ in order to determine if the mapping is still appropriate. Otherwise, the position can only be laterally reallocated to the comparable classification within the Special Compensation Plan.

Formal reallocation requests will not be required for those positions previously approved for reallocation by the State Personnel Board as part of the Special Compensation Plan. However, a Position Employee Profile form, along with an updated Experience and Training Record for employees serving in the positions covered by the Information Technology Special Compensation Plan must be submitted to the State Personnel Board by close of business on **Friday, May 1, 1998**. A listing of all positions previously approved as part of the Special Compensation Plan will be provided to each agency.

Requests for promotions shall be considered on a case by case basis by the appointing authority and shall be approved by the State Personnel Board with recommendation by the ITPDC.

This memorandum does not cover employees moving out of Information Technology classifications.



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## 5. Educational Benchmarks

The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case by case basis. To be eligible for an Educational Benchmark salary increase, an employee must complete requirements which exceed the level of minimum qualifications for education, or certification listed for the employee's present job class which the employee possessed at the time of appointment into his or her present job class.

### a. General Policies

- (1) Requests for Educational Benchmark awards are made at the discretion of the agency head and are restricted to one (1) year from the date the incumbent acquired certification, or completed degree requirements. However, an employee who has received a Certificate in Supervisory Management (CSM) through the State sponsored Certified Public Manager (CPM) program may be eligible for an educational benchmark award at agency head discretion, subsequent to a lapse of the one (1) year time period.
- (2) No Educational Benchmark shall be awarded for degrees, or certification which the incumbent possessed at the time of hire.
- (3) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.
- (4) Any new hire flexibility, recruitment flexibility, or other discretionary compensation awarded for or in anticipation of future educational achievement, or certification shall not result in a subsequent award of an Educational Benchmark for the same achievement.
- (5) Educational Benchmarks shall not be awarded for degrees, or



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certifications which are required by law for performance of job duties.

Employees included in the Information Technology Special Compensation Plan may be eligible to receive Educational Benchmark increases for the following achievements:

b. Degrees

Increases up to five percent (5%) **may** be awarded to employees obtaining the following degrees: Associate's, Bachelor's (in no case shall the cumulative award for the achievement of an Associate's Degree and a Bachelor's Degree exceed five percent (5%)), Master's, Specialist, and Doctoral.

c. Certified Public Manager (CPM) Program

In addition to benchmarks for educational degree, employees **may** receive an Educational Benchmark for certification in the Certified Public Manager (CPM) program. The following scale indicates the maximum that may be awarded for achievements in the CPM program:

2% increase = Certificate in Supervisory Management (CSM)

3% increase = Completion of Certified Public Manager (CPM) Program

Note: In no case will the total award exceed 5%.

d. Basic Supervisory Course

In addition to the benchmarks outlined above, employees **may** receive a one percent (1%) Educational Benchmark increase for completion of the Basic Supervisory Course.



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**5. Designation Policies**

Each appointing authority shall comply with the State Personnel Board policies and administrative procedures which govern the designation of positions and employees for inclusion in the Special Compensation Plan.

**6. Annual Policy Memorandum**

The State Personnel Board shall publish annually a Special Compensation Plan Policy Memorandum which addresses all policies and procedures to govern the Special Compensation Plan for that year.

**7. Assignment of Salaries**

The salaries assigned to positions in the Special Compensation Plan shall be fixed in accordance with the provisions of the Special Compensation Plan and the Variable Compensation Plan, unless otherwise provided by law.

Salary Flexibility for in-class movement under the Special Compensation Plan is limited to five percent (5%) of the current salary. In-class movement is limited to one (1) per twelve (12) months per individual. Salary flexibility for promotions is limited to ten percent (10%) of current salary or the new start salary, whichever is greater.

Salary increases for in-class movement under the Special Compensation Plan component must be submitted on a case by case basis for approval by the State Personnel Board and must be documented in accordance with ITPDC procedures as set forth in Attachment I.

Salary increases shall be reviewed on a case by case basis and approved based on a Performance Appraisal Review (PAR) rating of 2.0 or above in every category based on a minimum of twelve (12) months evaluation:

- (a) performance goals/standards;



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- (b) critical competencies;
- (c) educational objectives;
- (d) evidence of increasing complexity of work goal.

The Performance Appraisal period begins upon entry into a classification covered by the Information Technology Special Compensation Plan. Each employee shall receive a final performance appraisal rating in their current classification prior to the opening of a new appraisal period in the new classification.

#### **8. Fiscal Year 1999 Implementation**

Employees working in positions approved for the Information Technology Special Compensation plan by the State Personnel Board for Fiscal Year 1999 shall receive on **July 1, 1998**, a minimum increase of \$900 above their **June 30, 1998**, annual salary. However, the \$900 increase may not increase the individual's salary to the starting salary of the new classification. All reallocations approved for inclusion in the special compensation plan may be implemented at agency head discretion within funds appropriated and using sound personnel management principles. In addition, such employees may receive increases throughout the Fiscal Year to raise his or her salary to the level provided for in the Information Technology Special Compensation Plan provided:

1. Any increase above the \$900 discussed in the basic paragraph above, is at the discretion of the agency director.
2. No employee may receive on **July 1, 1998**, an increase of more than \$3,500, to the next highest step, above his or her **June 30, 1998** salary.
3. No employee included may receive a salary increase in excess of \$3,500, to the next highest step, in any six (6) month period.
4. An agency may not hire a current state employee at a salary in excess of \$3,500, to the next highest step, of their current salary.



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5. An agency may not hire an applicant from any source at a salary in excess of the lowest salary of an employee in the same job class within the agency.

The State Personnel Director may grant waivers to the provisions of this paragraph at the request of the hiring agency only in cases where failing to do so would clearly result in the degradation of crucial operations of the agency concerned.

**D. STATUS**

Inclusion in the Special Compensation Plan shall not be construed to exclude any position or employee from state service where such position or employee is designated as state service, nor shall inclusion be construed to confer permanent status on employees designated as non-state service. Refer to Miss Code Ann. Section 25-9-107 (c)(1972).

**E. CLASSIFICATION AND PAY PLAN**

The ITPDC shall prepare a classification method for analyzing the duties, responsibilities and qualification requirements of positions in the Special Compensation Plan, which is designed to determine salary range of each position in the plan in comparison with the duties, responsibilities and qualification requirements of other Special Compensation Plan positions.

1. The State Personnel Board shall classify all positions in the Special Compensation Plan by assigning each position to its appropriate job classification according to the position description and the organizational placement of the position.
2. A pay range shall be assigned by the State Personnel Board to each position in the Special Compensation Plan on the basis of the prevailing wage in the relevant labor market and criteria such as those set forth in the Mississippi State Personnel Board Policies and Procedures Manual . The pay ranges assigned to Special Compensation Plan positions shall be adjusted to maintain competitive market levels.



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**F. RECRUITMENT AND APPOINTMENT**

1. Hiring of new employees into information technology positions shall be exempted from the Certificate of Eligibles process established by the State Personnel Board, provided that the applicant must meet the minimum qualifications of the classification of the position into which he or she is being appointed. The State Personnel Director may approve the hiring of a new employee into an information technology position with the advice of the Information Technology Professional Development Committee.
2. An appointment to a Special Compensation Plan position shall be made only after the position is classified in accordance with the provisions set forth in the Special Compensation Plan.
3. Vacant information technology positions must be reallocated to the appropriate classification within the Special Compensation Plan prior to an initial appointment being made.

**G. SALARY DETERMINATION**

The authorized salary for a new hire into a Special Compensation Plan position shall be at or below the salary rate of the start salary assigned to the class in which employed. New Hire Flexibility up to a maximum of ten percent (10%) may be awarded when the education, experience or professional certification possessed by the applicant at the time of appointment to State employment exceeds the minimum requirements for the job classification to which appointed, however, the salary awarded shall not be in excess of the lowest salary of an employee in the same job class within the agency.

**H. SALARY RESTRICTIONS**

1. No new appointee to a Special Compensation Plan position shall be awarded a salary in excess of end salary.
2. Current statutory salary restrictions remain in effect.
3. Salary increases under these policies shall be calculated so as not to result in

personal services funding shortfalls, employee reductions-in-force, or the unsupported reallocation of vacant positions.

4. All salary increases must be accomplished from within funds available.

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2764.

## **Attachment No. 1 to Policy Memorandum No. 5 - FY 1999**

### **Information Technology Professional Development Committee**

- I. The Information Technology Professional Development Committee (ITPDC) is chartered by the State Personnel Board (SPB) as an advisory group for the field of information technology.
- II. The purpose of the ITPDC is to make recommendations to the State Personnel Board on specific requested personnel actions within the field of information technology, as detailed below.
- III. Composition of the ITPDC:
  - A. The Committee will consist of nine (9) members.
  - B. In order to have a quorum for a meeting of the Committee, at least five (5) members must be present.
  - C. The State Personnel Director, or an SPB staff member designated by the State Personnel Director, will be a permanent member of the ITPDC.
  - D. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.
  - E. The Chairmanship of the Committee will rotate on a fiscal year basis between the State Personnel Director (or his designee) and the ITS Executive Director (or his designee). The State Personnel Director will serve as chair for the remainder of Fiscal Year 1998 and in odd-numbered fiscal years thereafter. The ITS Executive Director will serve as chair in even-numbered fiscal years after Fiscal Year 1999.
  - F. The other seven (7) Committee members will be appointed by the State Personnel Board from a list of nominees submitted by the ITS Executive Director, as follows:
    1. Two (2) additional staff members from ITS
    2. Three (3) Information Services Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model).
    3. Two (2) additional information technology professionals from other state agencies
- IV. Length of term:
  - A. The seven (7) non-permanent members of the Committee are appointed as follows: Initial terms of the members will be for one (1), two (2), three (3), and four (4) years, respectively, for four (4) members and five (5) years for three (3) members. Thereafter, all terms will be for five (5) years.
  - B. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual's unexpired term.

- V. Scope of the Committee's Review and Recommendations:
  - A. Review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.
  - B. Review and make recommendations for requests concerning the appointment of individuals to specific information technology job classifications, such as initial appointments, inter-agency transfers, and promotions;
  - C. Review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.
  
- VI. Meeting Schedule:
  - A. The Committee's regular meeting time will be 2:00 p.m. on the first and third Tuesdays of each calendar month.
  - B. If there are no pending requests for the Committee's consideration, the Committee will not meet.
  - C. Requests to be considered by the Committee must be submitted to the State Personnel Board two weeks prior to the Committee meeting.
  - D. An ad hoc meeting of the Committee can be called at any time at the request of the Chairperson of the Committee.
  
- VII. ITPDC Procedures:

The Committee shall develop and publish detailed policies and operating procedures, including processes, evaluation criteria, and documentation requirements for requested actions . The ITPDC Procedures document, will, upon approval by the State Personnel Board, be incorporated as an attachment to this Addendum.